SURVEY TAKER™

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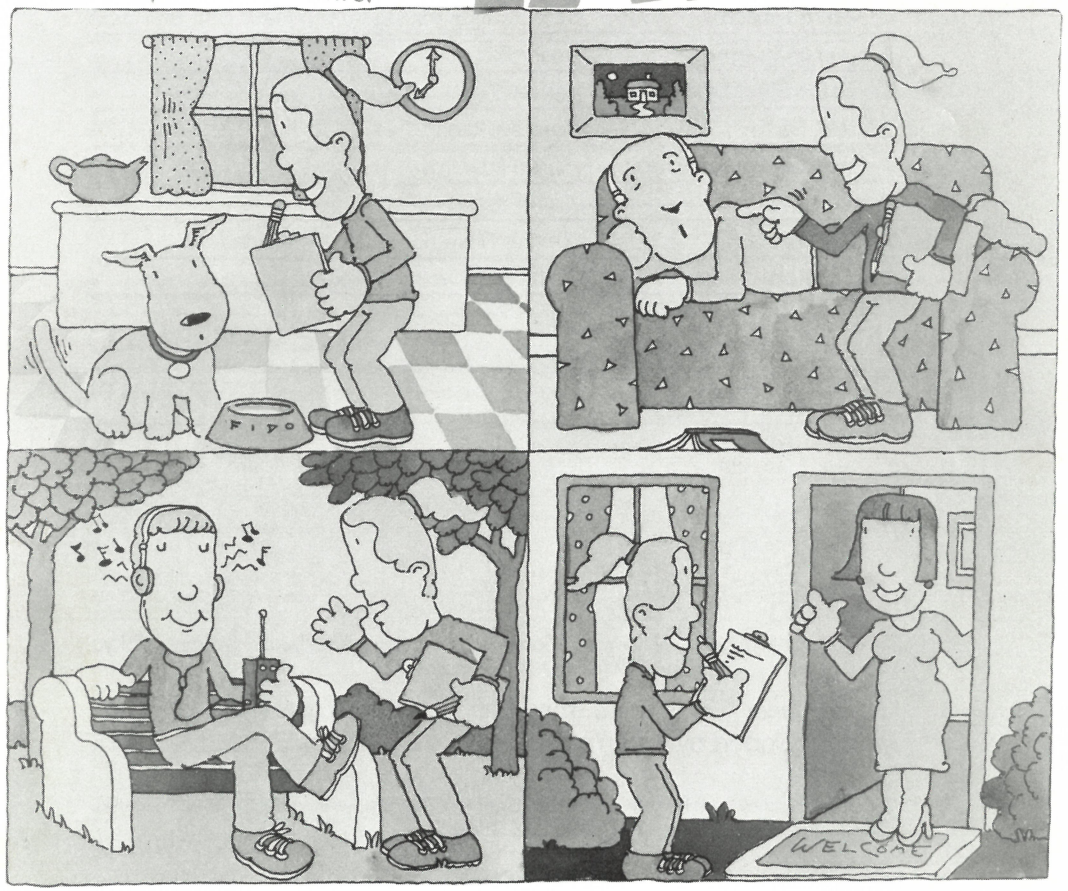

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INTRODUCTION

Which rock group is most popular among the students in your school? What kind of ice cream do the people in your family prefer — chunky chocolate or mango macadamia nut? Will girls answer these questions differently than boys? Take a survey to find out!

Surveys are used to find out how people feel about different topics and issues, from politics to television programming. Get the answers to questions you've been wanting to ask by creating your own surveys. You can see the survey results displayed on a table or bar graph. Print your surveys and hand them out, or have people take them on the computer. You can print your results, too.

PROGRAM TIPS

RETURN or ENTER to Continue

After you give the computer a command, or answer a question, press **RETURN** (on the Apple® or Commodore 64® computer) or **ENTER** (on the IBM computer) to continue. This tells the computer to go ahead.

Menus

When you are given a menu, or list of choices, use the arrow keys to highlight the choice you want. Then press **RETURN** or **ENTER.**

Y/N

When you see (Y/N) at the end of a question, it means the computer is waiting for you to answer "yes" or "no." Type Y for yes or N for no. Then press **RETURN** or **ENTER.**

Entering Information

Whenever the program calls for information, just type it in and press **RETURN** or **ENTER.**

If you make a mistake while typing, use the ← (back arrow) key (on the Apple or IBM computer) or the **DEL** key (on the Commodore 64 computer) to move back, then retype correctly.

CAPS LOCK Key

If you have a **CAPS LOCK** key on your keyboard, press it so that it is locked down.

Changing Data

Whenever the computer asks "Do you want to change your data?" type N, for no, if you have no changes to make. If you want to change the data, type Y.

The cursor will move to the first place on the screen where you may have entered information. Press **RETURN** or **ENTER** to get to the information you want to change and type over it.

ESC or C= to Quit

Press **ESC** (on the Apple or IBM computer) or the **C=** key (on the Commodore 64 computer) to quit what you are doing. You will be sent to the last menu you chose from. If you press **ESC** or **C=** from the Survey Taker menu, you will leave the program.

Main Menu

The *Survey Taker* disk is divided into three parts: Survey Taker; Sample Survey; and Computer Stuff.

Choose Survey Taker to create, take, print, or work on a survey. Follow the instructions in the Survey Taker section of this handbook.

Sample Survey shows you what kind of survey you can make, and what kinds of questions you can ask. It will show you tabulated survey results, too.

Computer Stuff lets you change your disk drive setup or initialize a data disk. To use *Survey Taker*, you'll need a data disk initialized by the Computer Stuff program. It will store your surveys and results.

Now's the time to initialize a data disk. To do so, see Computer Stuff on page 14.

SURVEY TAKER

Choosing *Survey Taker* allows you to create surveys and store them on a data disk. Once your surveys are on a data disk, you can work with them, change them, print them or get the results.

Data Disk

Make sure you initialize a data disk before you begin using *Survey Taker.* (See Computer Stuff on page 14.)

After you choose *Survey Taker* from the main menu, the computer will ask you to put an initialized data disk in your disk drive, and press **RETURN** or **ENTER.**

Survey Taker Menu

The *Survey Taker* menu gives you these options: Make or Edit a Survey: Take a Survey; See Survey Results; Edit Survey Answers; Print a Survey; and Erase a Survey.

Make or Edit a Survey

Making a Survey

Choose Make or Edit a Survey from the *Survey Taker* menu. The computer will ask if you want to make a new survey. Type Y if you want to make a new survey. Type N if you want to add to or edit an old survey. (See Editing a Survey on page 8.) Then press **RETURN** or **ENTER.**

If you type Y, "Survey name:" appears on the screen. Type in the name of your survey. The name can be up to 19 characters long, and you can use numbers or letters.

*NOTE: Remember to press **RETURN** or **ENTER** after you give the computer a command or answer a question.*

Survey Groups

Survey Taker lets you question one or two groups of people for each survey. A single group might be "neighbors," or the members of your club, or your family. Or, you can break down single groups into two groups, such as Democrats and Republicans, males and females, or joggers and bicyclists.

Choose any two groups and compare their answers. Or, just survey one group.

Type in the number of groups you want to survey. Then type in a name for each group.

Survey Questions and Answers

Questions

The computer will ask the number of the question you want to enter. Type 1 for the first question, 2 for the second question, 3 for the third question and so on. Your survey can contain up to 50 questions.

Type your question. Questions can be two lines long. You might have to go back and erase the last word on the first line if the whole word doesn't fit. (See Editing Keys on page 9.) You can also hyphenate the word that doesn't fit.

*NOTE: When you finish typing the questions, press **RETURN** or **ENTER.** The cursor will move to the Answers section. If your question is only one line long, press **RETURN** or **ENTER** twice to get to the Answers section.*

Answers

Type in the possible answers to the question, pressing **RETURN** or **ENTER** after each one. Each question can have up to five possible answers. If you don't use all five answer spaces, press **RETURN** or **ENTER** to move the cursor past the fifth answer space.

After you have finished the answers, "Another question?" will appear at the bottom of the screen. If you want to add another question, type Y. Enter a new number for each additional question.

To learn how to change a previous question, see Edit a Survey. If you have no more questions to add, type N.

Editing a Survey

After you make a survey, you may want to change it or add questions to it. If you do, choose Make or Edit a Survey from the *Survey Taker* menu.

Type N when the computer asks if you want to make a new survey. A menu of your surveys will appear. Use the arrow keys to choose the survey you want to work on.

Whenever the computer asks if you want to change your data, type Y or N. If you do, see Changing Data on page 5.

On the first screen you will be able to change the number of groups taking the survey and the group names. Next, you will be able to change the survey questions and answers. When the computer asks what question you want to edit, just type in the number. The cursor will move to the first line of the question. Type your new or changed question over it.

Press **RETURN** or **ENTER** until the cursor is at the bottom of the screen.

If you want to add a new survey question, you must type in a number higher than the last question. For example, if you have five questions in the survey, add more questions by starting with the number six.

Editing Keys

SPACE BAR: Use the **SPACE BAR** to erase forward.

RETURN or **ENTER:** Press **RETURN** or **ENTER** to move to the next line.

Arrow Keys: Use the ← (back arrow) key to move backward without erasing. Use the → (forward arrow) key to move forward without erasing.

Take a Survey

After you make a survey, have your friends, family, and classmates take it. They can take the survey on the computer. Or you can print the survey, pass it out, and enter the data into the computer later.

To have someone take a survey, choose Take a Survey from the *Survey Taker* menu. Then choose a survey.

If your survey is for two groups, the computer will ask the person taking the survey which group she or he is in. Have the person follow the instructions on the screen, which say to type 1 or 2, and press **RETURN.**

The first question on your survey will appear. At the bottom of the screen, "Your answer:" will appear, with a blinking cursor after it. Have the person type in her or his answer and press **RETURN** or **ENTER.**

After the last question on the survey has been answered, the *Survey Taker* menu will appear again. If you want to give the survey to another person, choose Take a Survey again.

NOTE: Each person who takes your survey is assigned a number. The number appears in the top right corner of the survey question screens. You might want to write down the number assigned to each person in case you want to edit or erase their answers later. (See Edit Survey Results on page 12.) The numbers assigned to the people taking a survey keep increasing, whether the person is a member of Group One or Group Two.

See Survey Results

After someone takes your survey, you can see the results in two ways: in a table and on a bar graph. If two groups took your survey, *Survey Taker* will compare the results of the groups, and give you the total results for the two groups combined. (Look at the Sample Survey to see an example.)

To see the results of a survey, choose See Survey Results from the *Survey Taker* menu, and choose a survey.

The computer will ask which question's results you want to see. Type in the number of the question.

Results in a Table

After you type in the number of a survey question, the screen will show results of your survey question broken down into numbers and percentages.

The letters A, B, C, D, and E stand for the answers to your question. If you forget what answers the letters stand for, type Q. The question and its possible answers will appear as they do on your survey. Type T to get back to the Table.

HINT: Write your answers for A, B, C, D, and E on a sheet of paper to help make reading the table and bar graph easier.

Number

This shows you how many people in a group chose a certain answer to your question. If two groups took the survey, it shows you how many people in each group chose a particular answer. It also shows you the total number of people from both groups that chose a certain answer to your question.

Percent

This shows the percentage of the people in a group, or both groups and the total of both groups, who chose a particular answer (A, B, C, D, or E) to your question.

Suppose you gave a survey to 10 people and had five possible answers. If three people picked answer A, none picked B, four picked C, two picked D, and one picked E, then the percentages for each answer would be 30% for A, 0% for B, 40% for C, 20% for D and 10% for E.

Results on a Bar Graph

To see the results of a survey question on a bar graph, type G, for graph, from the Table screen or the Question screen.

The screen will show the survey results on a bar graph. The bar graph shows the percentage of a group, or both groups and the total of both groups, who chose a particular answer (A, B, C, D, or E).

Key

Below the bar graph is a key that shows the number and the name of the group or groups, and the color or patterns they are represented by on the graph.

On a printout of the bar graph (see Print a Survey on page 13), you might find it helpful to shade each group. This will make the survey easier to read.

Remember to type Q to see the question, T to get back to the table, or press **ESC** to get back to the *Survey Taker* menu.

Edit Survey Results

You can erase a person's answers from your survey results, or correct a mistake a person made when they answered your survey. To do this, choose Edit Survey Answers from the *Survey Taker* menu, and select a survey.

Select either Change a Person's Answers, or Erase All of a Person's Answers.

Change a Person's Answers

The computer will ask for the number of the person surveyed whose answers you want to change. Enter the number. This is where it comes in handy to have a numbered list of the people surveyed.

The computer will then show the person's group number. If you want to change the group number, type over it.

Next the computer will ask for the number of the question you want to change. Type in the question number.

The question will appear on the screen. The person's answer will appear at the bottom of the screen, under the flashing cursor. Type the correct answer over it. The computer will ask, "Do you want to change the answers for another person?" Type Y or N.

Erase All of a Person's Answers

The computer will ask the number of the person surveyed whose answers you want to erase. Enter the number. Then the computer will ask if you are sure you want to erase all of the answers for this person. Type Y or N.

NOTE: Be sure you want to erase a person's answers before you type Y and press ***RETURN*** *or* ***ENTER.*** *Once they're erased, those answers are gone forever.*

Print a Survey

If you have a printer, you can print survey questions, survey results, or both.

Choose Print a Survey from the *Survey Taker* menu. The computer will ask if you have a printer. To print surveys, you must type Y. Be sure the printer is hooked up correctly and turned on.

Printer Slot

The computer will ask what slot your printer is hooked up to. Type in the number. (Most computers are plugged into slot 1.)

Select the survey you want to print. You will be given the choice of printing the survey questions or results. Choose one and press **RETURN** or **ENTER.**

Erase a Survey

You can fit six different surveys on one data disk. If you have six surveys, and you want to make a new one, you will have to initialize a new data disk, or erase an old survey.

To erase a survey from a data disk, choose Erase a Survey from the *Survey Taker* menu. Select the survey you want to erase.

NOTE: Make sure you want to erase the survey before you press ***RETURN*** *or* ***ENTER.*** *Once you've erased a survey, it's gone forever.*

COMPUTER STUFF

Changing Number of Disk Drives

Each time you boot up the *Survey Taker* disk, it assumes you have one disk drive. If you have two, choose Change Disk Drive Setup. Then follow the instructions given.

If you have an Apple computer, it will ask you what slot number your drive is connected to. If you do not know the slot number, ask somebody who does know, or just press **RETURN.** The computer will then assume the answer is slot 6.

The advantage of having two drives is that when you need to use a data disk, you will be able to put it in the second drive. You will not have to take the *Survey Taker* disk out of its drive.

Initializing a Data Disk

To use *Survey Taker,* you need a data disk. A data disk is a blank disk (or one that you don't mind erasing) that has been initialized by *Survey Taker.* To initialize the disk, take the second choice on the Computer Stuff menu.

NOTE: If you are using an IBM computer, you must first format your data disk using DOS. To do this, put your DOS disk in the drive and type FORMAT. When the computer tells you to insert the target disk, put the data disk in the drive and press ***ENTER.***

This will take you out of the Survey Taker *program. After you have formatted your disk using DOS, reload* Survey Taker *and go back to Computer Stuff. Choose Initialize a Data Disk and follow the instructions on the screen.*

FUNSTUFF

Sample Survey Questions

There are several different types of questions you can include in your surveys. Most surveys use multiple-choice questions. Here is an example:

What is your favorite kind of movie?

A. Science Fiction
B. Comedy
C. Romantic
D. Horror
E. Adventure

Sometimes it's a good idea to include "Other" as one of the possible choices. That way, a person answering your survey will always have one possible answer to choose. For example, look at the question below:

What color are your eyes?

A. Brown
B. Blue
C. Hazel
D. Gray
E. Other

If a person with green eyes were answering this question, she or he would choose "E."

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You might want a "yes" or "no" answer. In that case, your question could look like this:

Do you like sardine ice cream?

A. Yes
B. No

Surveys can test how strongly people feel about certain issues. The answers show the range of their opinion or feeling. Here is a sample:

Software pirates should be severely punished under the law.

A. Strongly agree
B. Agree
C. Undecided
D. Disagree
E. Strongly disagree

Or, a question could ask for an answer within a certain range. Here is an example:

How many movies do you a see a year?

A. 3 or less
B. Between 3 and 5
C. Between 5 and 8
D. Between 8 and 12
E. Over 12

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